



Guidelines for Research Data Management

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Management of Research Data

These guidelines address the management of data, both hard-copy and electronic, derived from research conducted by Flinders University staff, students or affiliates. Management of research data involves considerations of ownership, storage, security, confidentiality, access, retention, disposal, and who has responsibility for these activities.

Proper and effective management of research data is essential for the responsible conduct and reporting of research. Data must be retained and stored appropriately to enable the accuracy, veracity and basis of findings and methods to be established, scrutinised, tested and shared.

Research data management must comply with relevant federal and state-based legislation, such as the Commonwealth *Privacy Act 1988* and the South Australian *State Records Act 1997*, as well as relevant national and state guidelines, including the [Australian Code for the Responsible Conduct of Research](#) (the Code) and the [General Disposal Schedule No. 24: Universities of South Australia](#).

Researchers must also consult the University's *Management of Research Data and Primary Materials Policy* (forthcoming, 2016), which will provide broad guidance for research data management.

Other relevant University policies include:

- [Policy on Research Practice](#)
- [Records Management Policy](#)
- [Intellectual Property Policy](#)
- [Information Security Policy](#)
- [IT Acceptable Use Policy](#)
- [IT Asset Management Policy](#)
- [Secure Mobile Computing Policy](#)
- [Delegation of Entry into Contracts Policy](#)

Researchers must take responsibility for the management of research data that they generate. In addition, Deans of Schools and Heads of Business Units are responsible for ensuring that their School or Unit also operates according to relevant legislation, policies, strategies, guidelines and procedures.

These current guidelines provide general advice applicable to the University as a whole. They may be adapted to provide more specific guidance for particular Faculties, Schools, Institutes, Centres and Business Units.

Definition of a Researcher

Researcher means any staff member, person awarded honorary or academic status by the University, student, or person otherwise associated with the University, who conducts research in the course of employment, study or formal research affiliation with the University ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] p.1, para 2).

Responsibilities

The following excerpts are taken from relevant policies in regard to research related responsibilities.

The University

- Flinders University is responsible for providing a policy on, and have a continuing role in, the management of research materials and data.
 - (Policy available at: <http://www.flinders.edu.au/ppmanual/research/research-practice.cfm>)
 - ([Australian Code for the Responsible Conduct of Research](#) [2007] 2.1)
- The University provides facilities for safe and secure storage of research data and maintains records of where data is held.
 - ([Australian Code for the Responsible Conduct of Research](#) [2007] 2.2)
- The University provides secure and safe disposal of research data once a retention period is completed.
 - ([Australian Code for the Responsible Conduct of Research](#) [2007] 2.1.2)

Deputy Vice-Chancellor Research (DVC(R))

- The Deputy-Vice-Chancellor (Research) issues guidelines that specify the requirements for the management of research materials and data.
- The Deputy-Vice-Chancellor (Research) monitors observance of the *Policy on Research Practice* across the University and reports to the Vice-Chancellor on any significant issues.
 - ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 3.3)

Executive Dean of a Faculty and a Director of a Flinders Institute/Centre

- The Executive Dean of a Faculty and/or Director of a Flinders Institute/Centre are responsible for ensuring the *Policy on Research Practice* is implemented within the relevant Faculty or Flinders Institute/Centre, and for monitoring its compliance.
 - ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 3.4)

Heads of Schools/Department/Discipline

- The Heads/Deans of Schools are responsible for:
 - Implementing the *Policy on Research Practice* within the School and ensuring that researchers are made aware of their responsibilities with regard to complying with it.
 - Ensuring that the School develops, and operates within guidelines, as required, to address research issues within the School that are not covered elsewhere by University policies and guidelines.
 - Ensuring that researchers are informed about, and have the opportunity to undertake, induction and training that will equip them to conduct their research in accordance with appropriate professional standards in their research area.
 - ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 3.5)
- The Heads/Deans of Schools/Departments/Disciplines are responsible for monitoring compliance of researchers in the School in regard to:
 - Reporting their research activities and publications, as required, through the annual Research Data Collection.
 - Completing and lodging an [Authorship Form](#) for research submitted for publication or published.
 - Maintaining records in respect of the conduct of experimentation involving animals, human subjects or biosafety matters.

- Maintaining research records, and ensuring that arrangements are made for their research data and records to be stored and referenced appropriately.
- Advising the Dean of School or other responsible officer of the University, of any confidentiality provisions or contractual arrangements that apply in relation to a research project or publication.
 - ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 6.3)

Researchers

- Each researcher is responsible for:
 - Conducting their research in accordance with the principles outlined in the Code, relevant legislation and guidelines, the University *Policy on Research Practice* and other University policies, guidelines and procedures on research.
 - Keeping the Dean of the School/supervisor(s) informed of their research activities.
 - Reporting their research activities and research outputs to the University for the Research Data Collection via the RMIS (Research Management Information System) <https://research.flinders.edu.au/rmenet>.
 - Completing an [Authorship Form](#) for any research publications arising from research materials and data (available from: http://www.flinders.edu.au/research/researcher-support/publications-data-collection-pdc/publications-data-collection-pdc_home.cfm).
 - Maintaining records related to experimentation involving animals, humans, or biosafety, including ethics approvals, consent forms, and similar.
 - Maintaining records of research they have conducted and the correct secure storage of research data during and after the research project.
 - Advising the Dean of the School of any confidentiality provisions or contractual arrangements in relation to their own research or that of students they supervise.
 - ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 6.4)
- A researcher who uses data or research materials obtained under an agreement between the University and an external agency or institution is bound by the terms and conditions to which the University is a signatory, and is required to use the data or materials in compliance with such terms and conditions.
 - ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 6.6)

Research Higher Degree (RHD) Students' Supervisors

- Supervisors will:
 - Provide advice and guidance to their students in all matters of research practice, ensuring students are informed of relevant University policies and procedures.
 - ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 9.4)
 - Take steps to ensure the validity of the student's data and provide feedback to the student on a regular basis.
 - Ensure appropriate induction and ongoing advice is provided to students about research data, requirements for maintaining records, and the storage and retention of research data.
 - Ensure that discussions with students on research practice are documented in the student's annual review.
 - ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 9.5)
- Where there are concerns about appropriate record keeping, data storage or research practices, the student's supervisor should provide written advice to the student and document steps taken by the student to address the matter.
 - If the matter is not addressed expeditiously and to the satisfaction of the parties, then the supervisor should advise the Dean of the School and notify the student accordingly.

- If the Dean of the School is unable to resolve the matter expeditiously and to the satisfaction of all parties, the matter will be referred to the Chairperson of the Higher Degrees Committee, who will consider further action to be taken in accordance with the relevant University policies and procedures.
 - ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 9.6)

Research Higher Degree (RHD) Students

- RHD students must comply with:
 - The University's [Research Higher Degree Policies and Procedures](#), and
 - Other relevant policies and guidelines on research as listed on page 1 of this document, including ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 9.1)
- Students must report, as required, in the following ways:
 - Maintain regular contact with their supervisors (or in the absence of supervisors, the Dean of the School) and complete an annual review of progress, as specified in the [Research Higher Degree Policies and Procedures](#); for research students who are not RHD students, the University or Faculty policies for students conducting research as part of another degree.
 - As required, will participate in the University's Research Data Collection, in accordance with instructions issued by the Deputy-Vice-Chancellor (Research).
 - Complete an [Authorship form](#) for any published research.
 - Notify their supervisors, Dean of the School and the Research Service Office, in advance, of any request to enter into a contractual arrangement or agreement of commercial or other purposes of the research. Refer to [Delegation of Entry into Contracts Policy](#).
 - Submit other reports as specified by the Dean of the School, Faculty, or relevant University policies.
 - ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 9.2)

Induction Process for Researchers: Research Data Management

At time of employment/induction

Any University researcher is responsible for acquainting him/herself with the relevant University policies listed on page 1 of this document.

It is strongly recommended that each researcher go through the National Archives of Australia's [Keep the Knowledge – Make a Record](#) eLearning module.

At start of research project

All researchers should consider preparing a Data Management Plan. This is a living document that can be updated and refined as necessary. eResearch@Flinders can assist in the preparation of data management plans: http://www.flinders.edu.au/library/research/eresearch/data-management/data-management_home.cfm

Data Management Planning

Flinders University has developed an online data management planning tool (http://www.flinders.edu.au/library/research/eresearch/data-management/data-management_home.cfm) to assist researchers. While creating a data management plan at the beginning of a project can help researchers better prepare for their research, it's never too late in the research life cycle to document a plan.

Both the National Health and Medical Research Council (NHMRC) and the Australian Research Council (ARC) have requirements for data management and planning in their applications for funding, and other funders and publishers may mandate researchers to share data. Although the [NHMRC](#) and [ARC](#) do not presently mandate open data, researchers are encouraged to describe their arrangements for the future access and re-use of data.

- Example of Research Data Management plan, see Appendix 1 on pages 16-17.

What are the benefits of Data Management Planning?

A coordinated approach to improved data management benefits not only the University and researchers but also the broader community.

Researchers benefit by:

- Saving time if data is better organised and easier to find.
- Reducing the risk that data could be stolen, lost or misused.
- Gaining easier access to raw and processed data needed for research.
- Increasing research profiles and potentially finding new audiences and collaborators through dissemination, citation and re-use of data.

The University benefits from:

- Identifying, capturing and re-using more research outputs.
- Ensuring compliance with government and funding agency requirements.
- Improving readiness for audits and changes in funding agency strategy towards open access.

The broader community benefits from:

- Increased access to Flinders' research outputs, potentially increasing the informal impact amongst other stakeholder communities.
- Industry, government agencies, schools and not-for-profit organisations could potentially re-use Flinders data to support a range of activities with positive economic, social and cultural outcomes.

- [adapted from Griffith University Best Practice Guidelines for Researchers under Creative Commons License:
https://www.griffith.edu.au/data/assets/pdf_file/0009/528993/Best_Practice_Guidelines.pdf]

Types of Research Data

Researchers must ensure that sufficient research materials and data are retained to:

- Justify the outcomes of the research.
- Defend findings if challenged.
- Allow research to be reproduced/repeated.
 - ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 6.1)

Data from external agencies - when research data or materials have been obtained under agreement with an external agency, the researcher is bound by the terms and conditions of that agreement and is required to use the data in compliance with those terms and conditions.

- ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 6.6)

Examples of research data include:

1. Paper data and records.
2. Digital datasets.
3. Physical items created or collected for the purpose of, or during the process of, research (for example, tissue samples, bones, cultural artefacts, etc).

What needs to be kept:

During a research project, a catalogue of the research data is required to be kept. This includes:

- Clear and accurate records of the research methods.
- Data sources (whom, where, when, how accessed).
- Research data obtained from an external database or organisation - keep key information about the location of the original data.
- Apart from primary research data, researchers also need to manage any other records that are related to their research projects.

Research project records include:

- Approvals (ethics, and other approvals, eg. variations to research protocols and research activity conducted off-campus or through an external organisation) (original ethics and biosafety approvals retained by Research Services Office).
- Signed consent forms, eg. for surveys, an interview, a small clinical procedure, etc. (retained by researcher).
- Evidence of authorship (retained at School/Faculty level).
 - ([Australian Code for the Responsible Conduct of Research](#) [2007] 2.6)

Storage requirements:

Materials and data are required to be:

- Held in safe and secure storage.
- Accessible and indexed (able to be accessed if required).
- Retrievable (that the information contained within a record remains readable for the life of the record and able to be retrieved).
 - (*The General Disposal Schedule No. 24* – section 9, p.10
<http://www.archives.sa.gov.au/content/general-disposal-schedules#GDS24>)

Materials and data can be kept:

- In University Archives or arranged State Records-approved off-site storage.
- In suitable storage facilities either in the Faculty/School/Centre/Institute.
- There are different storage options for digital datasets, including on and offsite approved storage. Please contact eResearch@Flinders to discuss your options.

Long-term storage:

- University Archives can assist with paper storage requirements. Please contact the Records Management Archivist for your storage options: Tel: (+61 8) 8201 2884, Email: archives@flinders.edu.au.
- eresearch@flinders.edu.au can assist with digital storage requirements. Contact eresearch@flinders.edu.au to discuss your options.
- The Research Support Officer or equivalent in the Faculty/School/Centre/Institute can assist in finding available storage options.

Confidential materials

- Access to research data may be limited by confidentiality provisions.
- Confidentiality provisions are to protect:
 - A third party who is the subject of the research.
 - Intellectual property that may be the subject of a commercial or contractual arrangement.
 - Confidential source materials.
 - ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 7.1)
- Confidential data must be stored securely.
- Where access has been given to confidential materials, that confidentiality must be maintained.
- Confidential materials must only be used in the ways agreed to by those who provided them.

Where research is intended for publication, as far as possible, data and records should be kept in a way that would enable access to these without breaching confidentiality, and where practicable, data and records be available for discussion with other researchers.

- ([Flinders University Policy on Research Practice](#) [2001, reviewed 2013] 7.2)

Managing Data when a Researcher leaves the University

When a researcher leaves the University, as the data is owned by the University they are required to make arrangements to have their research data stored (see section below on retention of research data).

If the data is to be moved to a new organisation with a researcher, then a written agreement with the new organisation must be reached covering ownership and storage of research data.

- ([Australian Code for the Responsible Conduct of Research](#) [2007] 2.2.1)

Storage

Where to store Digital Research Data

Network Storage

It is highly recommended that you store your research data on the University network storage (V-drive), as part of a research team shared access drive, that is managed by the Information Technology Services Division (ITS).

Benefits include:

- Data is readily available to you and other authorised users
- Data can be made available remotely via the Virtual Private Network
- Data is stored in a single place and is backed up regularly
- Data is stored securely, minimising the risk of loss, privacy concerns, unauthorised use, etc.

All staff and students can use the Flinders Virtual Private Network (VPN) to connect from anywhere in the world to the University campus network using the internet. The VPN service provides a high level of security as all data is encrypted. Further details including installation and configuration can be found at: <http://www.flinders.edu.au/its/essentials/network-access/vpn/>. However, it is good to be aware that wireless internet is not appropriate for large data sets.

If researchers need to set up a share drive on the network for a specific research project, please contact ITS. As part of the request, please ensure consideration is given to any requirements for retention and disposal as well as confidentiality provisions where applicable.

Naming Conventions on Network Storage

Choosing a logical and consistent way to name and organise your files allows files to be located easily. The University has a [standard naming convention](#) when storing files on the network. There is also a guideline for setting up a [folder structure](#).

Version Control

When the data is constantly being edited, especially by multiple users, it is a good idea to implement some form of version control to keep track of changes. This can be as simple as appending a number to the end of a file after each major edit.

Collaboration Services

Please refer to the [IT Acceptable Use Policy](#) on the Acceptable Use of Collaboration Services.

The University does not currently provide secure Cloud Storage or collaborative spaces; however there are options available through other service providers which may be accessed at no cost to researchers. Please contact eResearch@flinders to discuss your requirements.

File Formats and Standards

Before creating electronic data you should consider what formats and standards you should use as it is sometimes difficult to convert between file formats.

Where possible, it is best to use sustainable formats as they are more likely to be readable in the future and are easier to share with others. Some example formats are:

- PDF
- Microsoft Office Suite (e.g. Word, Excel, etc.)
- PNG, TIFF, JPEG (image formats)

- Rich Text Format (RTF)
- Open Document Format (ODF)

Mobile Computer Devices

These include, but are not limited to, hard drives, USB flash drives, lap-tops, Compact Discs (CDs), Digital Video Disks (DVDs), etc.

The use of mobile computing devices is governed by the [Secure Mobile Computing Policy](#).

Researchers should ensure appropriate mobile data protection is in place. Researchers must also ensure data stored on mobile computing devices is backed up via the University Network.

Using mobile computing devices poses a real risk of losing data through device/drive failure or accidental deletion. All research data should be stored on the network where data is backed up on a regular basis.

If managing your own backup strategy (e.g. while in an isolated area with no internet connection) it is recommended that you keep at least 3 copies of your data, for example, original, external (locally), and external (remotely), and have a regular back-up. To ensure your back-up system is working you should regularly restore your data files from back-ups and check that you can read them.

Storage which is not secure

Note that cloud storage, such as Dropbox, Google Docs, iCloud and other free storage services, is not considered a secure storage option.

Retention and Disposal of Research Data

Once a project has been completed the research data must be held for a minimum retention period. Data may be held for longer than the minimum retention period, depending on business requirements, but not for a shorter time.

If a record is reactivated during the retention period, the commencement time for the retention period is re-calculated from the date of the subsequent last action.

- ([The General Disposal Schedule No. 24](#) – section 9, p.11)

Retention Periods for Research data, as at July 2015

- ([The General Disposal Schedule No. 24](#)– section 9, Item 9.17, p. 75-76)

Research data	Storage period
Research data from projects involving gene therapy, e.g., patient records.	PERMANENT
Research data created in the conduct of a research project, including clinical trials, which: <ul style="list-style-type: none"> • are controversial • arouse widespread scientific or other interest • involve the use of major new or innovative techniques • involve eminent researchers or • have the potential to cause major impacts on the environment, society or human health. 	PERMANENT
Research data from clinical trials.	TEMPORARY Destroy 15 years after action completed
Research data from patented clinical trials.	TEMPORARY Destroy 10 years after expiry of patent
Research data created in the conduct of research projects that are not clinical trials, but the outcomes of which lead to a patent.	TEMPORARY Destroy 7 years after expiry of patent
Other research data and results. (Note: MOST COMMON TYPE)	TEMPORARY Destroy 5 years after date of publication or 5 years after conclusion or abandonment of project
Research data for short-term research projects that are for assessment purposes only, such as research projects completed by students.	TEMPORARY Destroy 1 year after last action

Retention period for records relating to specific research activities (see below) including:

- Clinical management.
- Anatomy management.
- Animal management.
- Biotechnology.
- Materials management includes chemicals, specimens, drugs and poisons.
- Ethical evaluation.
- Intellectual property and commercialisation.

Clinical Management	Storage period
Clinical Management - Records relating to the recruitment of subjects by researchers, including obtaining informed consent .	TEMPORARY Adults Destroy 15 years after research project completed Minors Destroy 30 years after research project completed
Clinical Management - Records relating to the actual practice or performance of research including clinical trials . Includes monitoring of progress.	TEMPORARY Adults Destroy 15 years after research project completed Minors Destroy 30 years after research project completed
Clinical Management - Research data created in the conduct of clinical trials that lead to a patent.	TEMPORARY Destroy 10 years after expiry of patent
Clinical Management - Records relating to the management of clinical-related waste , including waste management plans.	TEMPORARY Destroy 5 years after last action

- ([The General Disposal Schedule No. 24](#)– section 9, Item 9.5.1-9.5.4, p.65-66)

Anatomy Management	Storage period
Anatomy management - Records relating to the acquisition or donation, care, storage, maintenance, management and disposal of anatomy or specimens .	PERMANENT
Anatomy management - Records relating to the acquisition, care, maintenance, use and disposal of human tissue .	TEMPORARY Destroy 7 years after action completed

- ([The General Disposal Schedule No. 24](#)– section 9, Item 9.2.1-9.2.2, p.63)

Animal Management	Storage period
Animal Management - Records relating to accreditation or other mandatory requirements, including licensing .	TEMPORARY Destroy 7 years after action completed
Animal Management - Records relating to the acquisition, care, maintenance, use and disposal of animals.	TEMPORARY Destroy 7 years after action completed
Animal Management - Records relating to the breeding of animals for research purposes.	TEMPORARY Destroy 7 years after action completed

- ([The General Disposal Schedule No. 24](#)– section 9, Item 9.3.2-9.3.5, p.64)

Biotechnology	Storage period
Biotechnology - Records relating to biotechnology licenses . Includes applications, supporting or additional information, notification of decision, and variations.	TEMPORARY Destroy 7 years after licence lapses
Biotechnology - Records relating to certification of biotechnology practices, procedures and facilities . Includes inspections by monitoring authority, applications, supporting documentation, certificates, variations, suspension or cancellation and internal and external reports for legislative compliance.	TEMPORARY Destroy 7 years after certification lapses

- ([The General Disposal Schedule No. 24](#)– section 9, Item 9.7.1-9.7.2, p.68)

Materials Management	Storage period
Materials Management - Records relating to the acquisition, care, maintenance, use and disposal of chemicals, specimens, drugs and poisons .	TEMPORARY Destroy 7 years after action completed
Materials Management - Controlled and restricted drug register .	TEMPORARY Destroy 2 years after last entry
Materials Management - Records relating to the acquisition, care, maintenance, use and disposal of radioactive substances and radioactive equipment .	TEMPORARY Destroy 70 years after action completed
Materials Management - Records relating to the monitoring of quality and safety procedures against the University's radiation safety and protection plan.	TEMPORARY Destroy 70 years after action completed
Materials Management - Records relating to the acquisition, use, maintenance and disposal of imported quarantine risk materials, genetically modified organisms and other regulated biological agents .	TEMPORARY Destroy 7 years after disposal of the material

- ([The General Disposal Schedule No. 24](#)– section 9, Item 9.11.4-9.11.8, p.72)

Ethical Evaluation	Storage period
Ethical Evaluation - Records relating to the consent by human research subjects. Includes consent notices and signed consent.	TEMPORARY Destroy 15 years after action completed
Research protocol applications for animal ethics approval and related correspondence.	TEMPORARY Destroy 7 years after action completed
Records relating to radiation and other high risk material, bio-ethics assessment and approval , including genetically modified organisms.	TEMPORARY Destroy 20 years after action completed
Records relating to breaches of ethical practice and complaints in relation to research.	Retain as per relevant ethics approval class
Records relating to the monitoring of ethical practices . Includes individual projects monitoring, annual review of activities, internal reports to governing body, summary reports, and compliance reports to external bodies.	Retain as per relevant ethics approval class

- ([The General Disposal Schedule No. 24](#)– section 9, Item 9.9.3-9.9.7, p.70)

Intellectual Property	Storage period
Intellectual Property - Records relating to the use of University intellectual property , including contracts, agreements and other formal arrangements not under seal (simple).	TEMPORARY Destroy 8 years after action completed
Intellectual Property - Records relating to reproduction of material in which another party holds the copyright.	TEMPORARY Destroy 7 years after action completed

- ([The General Disposal Schedule No. 24](#)– section 9, Item 9.10.4-9.10.5, p.71)

Commercialisation	Storage period
Commercialisation - Records relating to the final product satisfying the terms of the contract, agreement or other formal arrangement where the commercialisation is successful , eg reports, software, intellectual property.	PERMANENT
Commercialisation - Records relating to the final product satisfying the terms of the contract, agreement or other formal arrangement where the commercialisation is unsuccessful , eg reports, software, intellectual property.	TEMPORARY Destroy 17 years after action completed
Commercialisation - Records relating to the provision of expert services by academic or other staff. Includes advice, opinions and testimony.	TEMPORARY Destroy 17 years after provision of service

- ([The General Disposal Schedule No. 24](#)– section 9, Item 9.6.8-9.6.10, p.67)

Data may need to be held for longer than the minimum periods in any of the following circumstances, and the storage period would re-commence from the date of the last action:

- If there is on-going interest in the data.
- If the research results have been challenged, the data is to be maintained until the matter is resolved.
- Where records are relevant to allegations of research misconduct, those records must be held until allegations have been resolved, including any appeals.
- Where records may be required for possible legal proceedings.
- Where the research would be difficult or impossible to repeat.
 - ([Australian Code for the Responsible Conduct of Research](#) [2007] 2.5)

Disposal of Research Data and Material

Once the minimum period of data retention has elapsed, unless advised otherwise, any research data in a storage area may be disposed of in an appropriate manner. Documentation containing a description of the records, the function/activity in the General Disposal Schedule under which the records are sentenced, the date range of the records, and the person authorising their disposal, must be prepared. Prior to disposal, please contact the Manager, University Records, or University Archives: archives@flinders.edu.au.

Researchers holding materials that are ready for disposal are required to dispose of these materials in a secure and safe manner.

Appendix 1

Draft - Data Management template, eResearch, Flinders Library

This form can be provided electronically by eResearch@Flinders. Please email eresearch@flinders.edu.au.

Contacts	
Contact	Contact details of the person who owns or created the dataset.
	Contact details of the person registering the dataset (if this is not the same person).
General	
Title	A unique title for the dataset.
Type	Type of dataset (eg catalogue or index, collection, registry, dataset).
Dates	Dates covered by the dataset.
Time period	A text description of the time period covered by the dataset (eg 21st Century, WWII).
Location	Geospatial location which may be the area where data was collected, a place that is the subject of the collection or a location which is the focus of an activity.
Description	
Description	A text description that may include characteristics or features of the data as well as information about the scope, methodologies and entities being studied. Any information that would help a researcher determine if the data would be suitable for their reuse would be helpful.
Related pubs, websites or data	Related publications if any. Related websites if any. Related data if any.
People	
Lead Chief Investigator and Chief Investigators	Information about the creators of the research data.
Partner Investigators	
Data access contact	Contact details for the person responsible for access to the data.
Supervisors	Information about the supervisor associated with the data creation if applicable.
Collaborators	Information about any collaborators in the research project.
Subjects	
FOR Codes	Relevant FOR codes (if applicable).
SEO Codes	Relevant SEO codes (if applicable).
Keywords	Keywords.
Type of Research Activity	Type of Research Activity such as pure basic research, strategic basic research, applied research or experimental development.

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	Information about access to the collection or service, including access restrictions or embargoes based on privacy, security or other policies. A URI is optional. Example Contact Chief Investigator to negotiate access to the data.
	Please state what type of access you will allow.
Management	
Location (URL)	Where the dataset is located such as a URL or a physical location (if known). Please indicate here where you plan to store data, if you need assistance from eResearch@flinders please let us know.
Retention period	The Australian Code for the Responsible conduct of research recommends, in general, a minimum retention period of 5 years from the date of publication. Please see Section 2.1 of the code for further information.
Extent or Quantity	The extent or quantity of the data such as the number of files or databases as well as the size of the data (eg in KB, MB, GB or TB).
Funding body	Funding body associated with the creation of the data and associated project details.